

## BURGLARY PREVENTION



### THE FACTS

- Over 6,000 residential burglaries occur each day in this country. That's one every 11 seconds!
- Nearly half of these burglaries are committed without force—that is through UNLOCKED doors and windows!
- Many burglars will spend no longer than 60 seconds trying to break into a home. Good locks and good neighbors who watch out for each other can be your best protection.

### PREVENTION

- Always lock your doors and windows, even when leaving for "just a minute."
- Never leave a door key available: under a doormat, in a flowerpot, on the ledge of the door. These are the first places a burglar will look.

## Building Partnerships with the Police and Businesses for a Safer Community



### burglary definition

bur•glary (bər'glə rē)

1. the act of breaking into a house at night to commit theft or other felony
2. the act of breaking into any building at any time to commit theft, some other felony, or misdemeanor

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## BURGLARY PREVENTION

**14 Steps  
to protect  
your business  
against  
burglary**

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## **1. DOORS**

- Front doors should be clear, visible, and free of signs or obstructions.
- Doors should be made of burglary resistant glass, steel, or solid core wood.
- Doors should be equipped with "pick-resistant" dead bolts that require a key to open them from both sides.
- Doors should be properly hinged and/or anchored so they cannot be lifted or forced in.
- Doors should be part of the store's burglary alarm system.
- Rear doors/delivery doors should contain a "peephole", door buzzer, and barred.

## **2. WINDOWS**

- Windows should be clear, visible, and free of signs or obstructions.
- They should be in good condition, framed in solid, tight, burglary-resistant glass.
- Windows should be included as part of your alarm system.
- If possible, arrange your store so the cash register is visible from outside the store.
- All valuables should be removed from display windows when the store is closed.

## **3. STORE LOCATION**

- Business address should be on front of store in sizable letters or numbers.
- Emergency phone numbers should be placed at or near the front window.
- After hours emergency contact numbers should be provided to local police and updated each year or when changes are made.

## **4. LIGHTING**

- Rear store lights should remain on during closing or at night.
- The exterior of the store should be properly illuminated during the night or when business is closed.

## **5. BACK ROOM ACCESS**

- Limit this area to authorized personnel only, Place signs or restrictive devices adjacent to this area.

## **6. ALARM SYSTEM AND SURVEILLANCE EQUIPMENT**

- Should have security system, including surveillance equipment that has all possible points of entry covered.

## **7. VENTS**

- Both lower and rooftop vents should contain adequate metal bars or screens that will prevent a burglar's entry.

## **8. LANDSCAPING**

Make sure all shrubs, landscaping, trees, or other obstructions are trimmed away to ensure adequate visibility.

## **9. FENCES**

- Fences should be chain link and offset from the store building. Entrance to and from the fence should be restricted and padlocked during appropriate times.



## **10. ROOF ENTRANCE**

- Both roof access or skylights should be adequately barred or screened to prevent burglars from gaining entry from the roof of the store.

## **11. CAGE MERCHANDISE**

- All expensive or commonly stolen merchandise, such as liquor, cigarettes, etc, should be adequately caged to prevent easy access to the items by the burglar or unauthorized employees.

## **12. COMPUTERS**

- Store computer should be anchored down.
- All of the company's computer data bases and programs should be securely locked up and back up copies should be kept in a different location (not on the store premises).

## **13. CASH REGISTER**

- Cash register should be anchored down and left opened during closing hours.

## **14. OFFICE EQUIPMENT**

- All office equipment should be anchored down.
- Serial numbers should be recorded and the company's name marked on the equipment.